

PeopleSoft Payroll & Personnel Access Request Form



Employee Name & Title: <i>(Please print)</i>	Supervisor's Name & Title: <i>(Please print)</i>
Social Security No:	Phone #:
Department & Division:	
Phone #:	
Employee's Signature	Date
Supervisor's Signature	Date
Department Director's Signature	Date
<i>Employee requires access to cost center(s) checked below:</i>	

Department:	Security Class:	Cost Center Range:	✓ Appropriate Box(s)
City Attorney	City Attorney	1710 & 3115	<input type="checkbox"/>
City Clerk	City Clerk	1310 & 1320	<input type="checkbox"/>
City Court	City Court	1410 thru 1412	<input type="checkbox"/>
City Manager	City Manager	1210	<input type="checkbox"/>
	Community Relations	1214	<input type="checkbox"/>
	Economic Development	1221 & 4410 & 4413	<input type="checkbox"/>
	Internal Audit	1213	<input type="checkbox"/>
	Mayor & Council	1110	<input type="checkbox"/>
	Neighborhood Program	1215	<input type="checkbox"/>
	Special Programs	1216	<input type="checkbox"/>
	Tempe Learning Center	1217	<input type="checkbox"/>
Community Services	CS Admin	2410	<input type="checkbox"/>
	CS Rec. Admin	2421	<input type="checkbox"/>
	CS Parks & Recreation	2422 thru 2429	<input type="checkbox"/>
	CS Kiwanis	2431 thru 2433 & 2435	<input type="checkbox"/>
	CS Library	2440	<input type="checkbox"/>
	CS Social Services	2451 & 2457	<input type="checkbox"/>
	CS Cultural Services	2481 & 2484	<input type="checkbox"/>

Department:	Security Class:	Cost Center Range:	✓ Appropriate Box(s)
Development Services	DS Admin	2710	<input type="checkbox"/>
	DS Bldg. Safety, Plan Check, Inspection, & Counter Services	2721 thru 2724	<input type="checkbox"/>
	DS Current Planning - Admin, Planning, Sign Enforcement	2731 thru 2733	<input type="checkbox"/>
Development Services	DS Downtown Mgmt, Special Projects & Home Program	2741 thru 2743	<input type="checkbox"/>
	DS Code Enforcement	2751	<input type="checkbox"/>
	DS Redevelopment	2762 thru 2764	<input type="checkbox"/>
	DS Certification	2772 thru 2773	<input type="checkbox"/>
Fire	Fire	4413 & 2310 & 2330 & 2340 & 2350 & 2362 thru 2364 & 2370 & 2380	<input type="checkbox"/>
Human Resources	Human Resources	1510 thru 1512	<input type="checkbox"/>
Management Services	All divisions	1810 & 1812 & 1821 & 1831 thru 1832 & 1851 thru 1852 & 1861 thru 1862 & 1881 thru 1885 & 1931	<input type="checkbox"/>
Police	Police	2210 & 2231 thru 2234 & 2236 & 2241 thru 2243 & 2251 thru 2252 & 2271 thru 2273 & 2278	<input type="checkbox"/>
Public Works	PW Admin	3210 & PW Field Services, PW Water Mgmt, PW Environmental, PW Engineering, PW Transportation	<input type="checkbox"/>
	PW Environmental	3028 & 3029	<input type="checkbox"/>
	PW Engineering	3221 thru 3223	<input type="checkbox"/>
	PW Field Services	2511 thru 2512 & 3231 & 3241 & 3250 thru 3258 & 3712 thru 3718 & 3813 thru 3814	<input type="checkbox"/>
	PW Transportation	3821 thru 3825 & 3911 thru 3916	<input type="checkbox"/>
	PW Water Mgmt	3002 thru 3003 & 3011 thru 3016 & 3021 thru 3024 & 3031 thru 3035 & 3041 & 3051 thru 3054 & 3061 thru 3063 & 3071 thru 3072	<input type="checkbox"/>

ITD Authorized Signature:

Signature

Date

Required Confidentiality Statement Attached

Revised 3-Aug-00



CONFIDENTIALITY STATEMENT

As a City of Tempe employee granted access to the *PeopleSoft Human Resources Personnel and Payroll System* (departmental inquiry only), I, _____,
(***Please print name clearly.***)

understand that I am required to protect and treat all information within this system confidentially. While the City of Tempe is a public entity, confidential personnel records within this payroll/personnel system do not necessarily fall within the public domain.

Any failure on my part to maintain strict confidentiality of such information may result in disciplinary action up to and including termination, and may also expose me personally to legal liability pursuant to any state or federal laws that may apply.

Employee's Signature

Date

Return completed forms to Human Resources, c/o Deborah Schinzel